



# Toxics Cleanup Program Procedure

## *Procedure 320*

*Resource Contact:* Policy and Technical Support Staff

*Effective:* January 22, 1993

*References:*

*Revised:* June 11, 2004

## **Procedure 320 Site Hazard Assessment and Ranking of Model Toxics Control Act (MTCA) Sites By Ecology Staff**

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**Toxics Cleanup Program (TCP) Site Assessor (Hereafter referred to as Site Assessor)**

1. Prepares tentative list of high-priority sites for site hazard assessments (SHAs), as identified for further follow-up actions.
2. Supplies tentative site list to Site Ranking Coordinator.

**Site Ranking Coordinator**

3. Reviews list to screen out any MTCA sites that are also listed on the U.S. Environmental Protection Agency (EPA) Comprehensive Environmental Responsibility, Compensation and Liability Information System (CERCLIS) List and are known to be high priority for current, or planned investigative/ranking activities by EPA.
4. Notifies Site Assessor of those sites presently inappropriate for MTCA SHAs due to current or planned investigative/ranking activities by EPA.

**Site Assessor**

5. Finalizes tentative SHA site list.

**Regional Office/Cleanup/Industrial Section Site Assessment Unit Supervisor (Hereafter referred to as Assessment Unit Supervisor)**

6. Reviews and approves final site list of upcoming SHAs.

**Site Assessor**

7. Notifies owner/operator(s) of forthcoming SHAs, and requests recent site-specific information, as available.
8. Notifies Department of Health Hazardous Waste Section (DOH) of schedule of upcoming SHAs
9. Notifies Site Register Coordinator of those sites designated as high-priority SHAs.

**Site Register Coordinator**

10. Publishes list of forthcoming high-priority sites for SHAs in the site register.

**Site Assessor**

11. Gathers file information and other site-specific environmental data to begin compilation of SHA data collection summary sheets (SHADCSS), in preparation for site reconnaissance.
12. Prepares site-specific sampling and analysis plans (SAPs), and health and safety plans (HASPs), as appropriate.
13. Requests contractor assistance, where required, following Ecology Procedure PFM 310: Requesting a Contractor.

**Assessment Unit Supervisor**

14. Reviews and approves site-specific SAP(s) and HASP(s), as appropriate, for those SHAs conducted by Site Assessors.

**Regional Office Section Manager**

15. Reviews site-specific work plans for sites where the scope of work and/or budget exceeds established TCP standard guidelines for SHAs.
16. Approves/disapproves work plan and/or budget variances.
17. Makes recommendation(s) to Assessment Unit Supervisor regarding variance(s) for SAP(s) and HASP(s).

**Assessment Unit Supervisor**

18. Notifies Site Assessor of final recommendation(s)/approval of SAP(s) and HASP(s)

**Site Assessor**

19. Submits request for analysis forms to Manchester Laboratory, as required.

20. Conducts SHAs, along with DOH representative(s), and Site Ranking Coordinator, as necessary.

**Site Ranking Coordinator**

21. Participates in SHAs during each six-month series where assistance is requested.

**Site Assessor**

22. Completes SHADCSS, with all references documented, as appropriate.

23. Makes a decision of No Further Action (NFA) for any sites, as applicable.

24. Completes Scoring Worksheets 1-6 for each assessed site that is to be ranked.

25. Calculates migration pathway scores, as applicable.

26. Completes Summary Score sheets for all assessed/scored sites.

**Site Ranking Coordinator**

27. Reviews all new scoring packages for consistency and accuracy in application of the Washington Ranking Method (WARM) Scoring Manual.

28. Finalizes all new pathway scores, with concurrence of Site Assessor.

29. Adds all newly finalized pathway scores to their respective cumulative master pathway lists and re-establishes quintile groupings in accordance with procedures described in Chapter 7 of the SHA Guidance and Procedure for WARM manual.

30. Calculates Human Health Priority and Environmental Priority values using the quintile value obtained for all applicable pathways for each site.

31. Obtains rank of each site through using priority values and the ranking matrix in the WARM Scoring Manual.

32. Supplies lists of newly ranked sites to all Site Assessors.

**Site Assessor**

33. Circulates lists of newly ranked NFA sites to Assessment Unit Leaders, Site Managers, and any other appropriate regional staff, for concurrence on all site rankings.

34. Notifies the Site Ranking Coordinator and Site Register Coordinator of final site rankings, and NFA sites.

35. Supplies Site Ranking Coordinator with two copies of finalized scoring packages and SHADCSS, if completed, for each newly ranked site.

36. Notifies site owners/operators of their site's ranking, or NFA status, at least two weeks prior to publication of the Site Register (at least four weeks for publicly owned sites).

37. Repeats Actions numbered 1 through 9 (above) to generate a new final list of forthcoming high-priority SHAs to be published in the Special Issue of the Site Register, along with the ranking of the newly assessed and scored sites.

**Site Register Coordinator**

38. Publishes names and rankings of newly assessed and ranked sites, and NFA sites, in the Special Issue of the Site Register.

**Site Ranking Coordinator**

39. Supplies copies of summary scoring sheets for all newly assessed and ranked

sites to the TCP Public Information Officer prior to the publication date of the Special Issue of the Site Register.

40. Supplies a listing of the newly assessed sites, and their rankings, to EPA Region 10 prior to publication in the Special Issue of the Site Register.
41. Supplies copies of scoring packages and SHADCSS, as available, for all newly assessed and ranked sites to the DOH.

*Approved:*

A handwritten signature in black ink, appearing to read "James J. Pendowski", written over a horizontal line.

James J. Pendowski, Program Manager  
Toxics Cleanup Program

